

Employment Opportunities



Position: Administrative Office -Team Lead
Service Area: Employee & Administrative Services
Salary: Based on Education and Experience
Date Posted: August 11, 2025
Closing Date: August 27, 2025
Competition Number: EASOHSS-01-08-11-25

POSITION SUMMARY:

The Administrative Office-Team Lead is responsible for providing a focus on delivering exemplary customer service, providing leadership to assigned staff, coordinating diverse administrative service requests, and collaborating closely with Managers from various service areas, and providing administrative support to the Tribal Management office. The Administrative Team Lead will play a vital role in upholding and enhancing the Siksika Nation Tribal Administration's customer service, developing the expertise to lead and optimize the Admin employee pool and ensure smooth delivery for Siksika Nation front line service and a continuously improving communication flow.

Duties & Responsibilities: *see complete job description*

- Provide a cross-functional collaboration between service areas to support customer service receptionists during peak periods.
- Oversee day-to-day employee training, identify gaps, and craft training materials.
- Provide administrative support to the Tribal Management and Executive Management team as necessary.
- Supports Manager and progressively assumes hiring and performance responsibilities.
- Guide, instruct, direct, and lead the assigned staff, supporting their professional development and growth

Required Knowledge, Skills, and Abilities:

- Demonstrated successful leadership in managing teams and cultivating customer service excellence.
- Excellent interpersonal and communication skills, with the ability to interact professionally with stakeholders at all levels.
- Proficient in communication, mentoring, and collaboration.
- Strong organizational and multitasking skills with meticulous attention to detail.
- Proficiency in office software, including Microsoft Office Suite, and customer relationship management systems

Education and Experience:

Preferred Certificate in Administration or related field required.

Three years of customer service and/or administrative leadership experience required.

Professional Designation/Certification/Licenses:

Valid Alberta Class 5 Driver's License, Updated Criminal Record Check,

EMAIL: recruitment@siksikanation.com To Apply, Receive a Job Description or Employment Application form.
CALL 403-734-5567 or 403-734-5579 to learn more.
WEBSITE www.siksikanation.com

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.